



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ARTISAN CENTER SALES & SERVICE SUPV

Job Number: 20000561

Job Code: 15470V000101

Job Group: 1500 - PARKS AND RECREATION

Job Established: 11/16/2002

Job Revised: 05/16/2008

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises the retail and tourist information operations of the Kentucky Artisan Center at Berea; performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have two years of experience managing an art, craft, gift or other retail business.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience managing an art, craft, gift or other retail business will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Contributes to the selection and development of Kentucky products to be sold at the Artisan Center. Works with Artisans Center staff and appropriate committees in identifying artisan products. This may involve travel to craft shows, artist studios, other shops, or artisan events, and will require work with varying programs, organizations, and agencies around the state. Responsible for the timely ordering, receiving, payment, pricing, packaging, bar coding, display, and merchandising of products at the Kentucky Artisan Center at Berea. Responsible for ensuring artisans and their products are valued and respected by all staff involved in their purchase, display and sale. Works with Artisan Center staff to ensure appropriate educational materials are developed and displayed with items for sale, and that products featured promote cultural attractions and events when possible. Responsible for the hiring, training, scheduling and supervision of all Sales and Service Associates I and II. Responsible for cross-training staff to work in both the craft retail areas and the tourist information areas. Train and assist staff in providing visitors with exemplary hospitality, accurate travel, artisan, and product information. Oversees the handling of mail, phone, and web site orders. Directly provides sales and service assistance to visitors or callers if needed. Using the retail operations point of sale software will be responsible for the preparation of timely and meaningful reports that will assist management in: understanding the sales and inventory levels on a daily basis, seeing how changes in products and programs effect sales, suggesting changes in staff scheduling and the ordering of products, as well as other ways to approve the overall operation of the Center. Contributes to the development of policies and procedures ensuring accurate records of sales, sales tax, and inventory. Oversees annual physical inventory and other random and full inventory counts as requested or regularly scheduled. Contributes to the development of a sales and service plan for the Artisan Center and monitors its implementation.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves extensive contact with the public and interaction with other Artisan Center staff and artisans. May involve some travel throughout the state.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.